



Community College

Financial Aid CUNYFirst Self-Service Guide



LaGuardia Community College

Student Financial Services C-107

31-10 Thomson Avenue

L.I.C., NY 11101

Student Financial Services

The CUNYFirst Student Center

provides an easy way to access,

view, and manage your Financial Aid

information over the internet. This

guide provides information on the

features in Self-Service.

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View Your “To Do” List

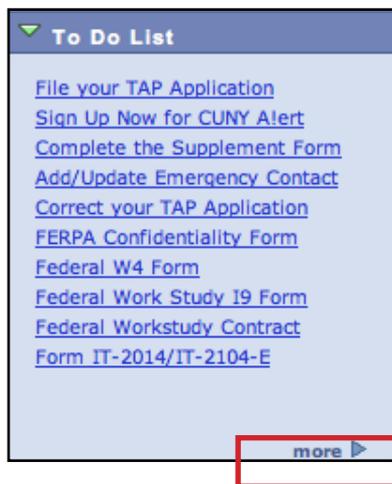
After you have filed your financial aid applications, the “To Do” list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your record that must be finalized to complete your financial aid package.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solution** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

In the **To Do List** section, you will see a list of outstanding items. Click the details link to see more information.



STEP# 4: Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.

NOTE: If you will be attending LaGuardia, you are only required to resolve the items listed for LaGuardia. Any unresolved items listed for other CUNY Colleges will not prevent you from finalizing your Financial Aid or conducting other business at LaGuardia.

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date

Institution

Function

go

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
File your TAP Application	09/23/2014	Initiated	LaGuardia Community College	Financial Aid
Sign Up Now for CUNY Alert	10/31/2014	Initiated	LaGuardia Community College	General
Complete the Supplement Form	05/14/2015	Initiated	LaGuardia Community College	Financial Aid
Add/Update Emergency Contact	05/24/2015	Initiated	LaGuardia Community College	General
Correct your TAP Application	06/03/2015	Initiated	LaGuardia Community College	Financial Aid
FERPA Confidentiality Form	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Federal W4 Form	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Federal Work Study 19 Form	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Federal Workstudy Contract	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Form IT-2014/IT-2104-E	07/01/2015	Initiated	LaGuardia Community College	Financial Aid

By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

NOTE: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
File your TAP Application	09/23/2014	Initiated	LaGuardia Community College	Financial Aid
Sign Up Now for CUNY Alert	10/31/2014	Initiated	LaGuardia Community College	General
Complete the Supplement Form	05/14/2015	Initiated	LaGuardia Community College	Financial Aid
Add/Update Emergency Contact	05/24/2015	Initiated	LaGuardia Community College	General
Correct your TAP Application	06/03/2015	Initiated	LaGuardia Community College	Financial Aid
FERPA Confidentiality Form	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Federal W4 Form	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Federal Work Study 19 Form	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Federal Workstudy Contract	07/01/2015	Initiated	LaGuardia Community College	Financial Aid
Form IT-2014/IT-2104-E	07/01/2015	Initiated	LaGuardia Community College	Financial Aid

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.

To Do List

To Do Item Detail

Wei Cai

Federal Workstudy Contract

Aid Year:	2016
Academic Institution:	LaGuardia Community College
Administrative Function:	Financial Aid
Due Date:	07/01/2015
Contact:	LaGuardia Community College
Department:	Student Financial Svices-C107
Phone:	718/482-5935
	StudentFinancialServices@lagcc.cuny.edu
	LaGuardia Community College

Federal Workstudy Contract

Before you may begin working in a Federal Work-Study assignment, you must submit a completed FWS Program Student/Employer Acknowledgment form to a financial aid representative at your college.

[Return](#)

Complete Your Supplement Form

One of your “To Do” list items will be to complete the Supplement Form. The Supplement Form is an application used by CUNY to determine potential eligibility for the Federal Perkins Loan Program and the New York State Aid to Part-time Study (APTS) Program.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Supplement Form** link.



STEP#5: On the Select Aid Year to View page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.



View Your Financial Aid Awards

Your Student Center provides information about your financial aid awards. Awards are listed for the entire academic year and listed by term.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **View Financial Aid** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid		
Select Aid Year to View		
Click the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2016	LaGuardia Community College	Federal Aid Year 2015-2016

STEP# 6: On the **Award Summary** page, you will be able to view the total aid for the entire academic year and by individual terms. In the **Terms** section, there are hyperlinks for more detailed information which are discussed in the next steps.

Financial Aid

Award Summary

Federal Aid Year 2015-2016

Select the term hyperlinks below to see more detailed information.

Aid Year

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,887.50	2,887.50
Federal PELL Grant Spring	Grant	2,887.50	2,887.50
Federal Work Study Spring	Work/Study	1,250.00	1,250.00
Federal Work Study Fall	Work/Study	1,250.00	1,250.00
Estimated Tap Spring	Grant	1,513.00	1,513.00
Estimated TAP Fall	Grant	1,513.00	1,513.00
Aid Year Totals		11,301.00	11,301.00

Currency used is US Dollar.

[Full-Yr Financial Aid Summary](#) **ACCEPT/DECLINE AWARDS**

Terms

2016 Spring Term [View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,887.50	2,887.50
Federal Work Study Spring	Work/Study	1,250.00	1,250.00
Estimated Tap Spring	Grant	1,513.00	1,513.00
Term Totals		5,650.50	5,650.50

2015 Fall Term [View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,887.50	2,887.50
Federal Work Study Fall	Work/Study	1,250.00	1,250.00
Estimated TAP Fall	Grant	1,513.00	1,513.00
Term Totals		5,650.50	5,650.50

Currency used is US Dollar.

STEP# 7: By clicking on the **Full-Yr Financial Aid Summary** link, you will be able to see your **Estimated Financial Aid Budget** for the academic year.

Financial Aid

Full-Yr Financial Aid Summary

Federal Aid Year 2015-2016

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	14,868.00
Expected Family Contribution	0.00 -
Estimated Need	14,868.00
Total Aid	8,275.00

Currency used is US Dollar.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

STEP# 8: Click on the hyperlinked budget amount to see your **Estimated Financial Aid Budget Breakdown** by term.

Financial Aid

Estimated Financial Aid Budget

Federal Aid Year 2015-2016

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

2016 Spring Term

Category Description	Amount
Books and Supplies	682.00
Activity Fees	69.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	2,105.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	908.00
Transportation	527.00
Tuition	2,400.00
Term Total	7,434.00

View Scheduled Disbursement Dates

STEP# 9: Return to the **Award Summary** page and, in the **Terms** section, click the **View Scheduled Disbursement Dates** link.

Terms			
2016 Spring Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,887.50	2,887.50
Federal Work Study Spring	Work/Study	1,250.00	1,250.00
Estimated Tap Spring	Grant	1,513.00	1,513.00
Term Totals		5,650.50	5,650.50
2015 Fall Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,887.50	2,887.50
Federal Work Study Fall	Work/Study	1,250.00	1,250.00
Estimated TAP Fall	Grant	1,513.00	1,513.00
Term Totals		5,650.50	5,650.50

Currency used is US Dollar.

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards into your student account.

NOTE: The scheduled disbursement dates listed here represent the earliest date those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view your actual disbursement dates, you will need to check the **Account Activity** page in your **Student Center** [see p. 17 in this booklet].

Financial Aid

Scheduled Disbursements

Federal Aid Year 2015-2016

2015 Fall Term

To view actual disbursements to your financial account, access Account Inquiry.

Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Fall	Grant	1,443.75	0.00	1,443.75	08/31/2015
	Grant	1,443.75	0.00	1,443.75	10/05/2015
Term Totals		2,887.50	0.00	2,887.50	

Currency used is US Dollar.

If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.

[Account Inquiry](#)

Accept or Decline Your Federal Work Study and Perkins Loan

You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Accept/Decline Awards** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid		
Select Aid Year to View		
Click the aid year you wish to view		
Aid Year	Institution	Aid Year Description
2016	LaGuardia Community College	Federal Aid Year 2015-2016
2015	LaGuardia Community College	Financial Aid Year 2014-2015

STEP# 6: Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG are pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

If you are awarded Federal Work-Study or Federal Perkins Loan, you **MUST** accept your award(s) by checking the “Accept” check-box for each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** button at the bottom of the page.

NOTE: If you do not indicate acceptance of your Federal Work-Study or Federal Perkins Loan, you risk losing the awards.

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal PELL Grant Fall	Grant	Undergraduate LaGuardia CC	2,887.50	2,887.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate LaGuardia CC	2,887.50	2,887.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Estimated TAP Fall	Grant	Undergraduate LaGuardia CC	1,513.00	1,513.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate LaGuardia CC	1,250.00	<input type="text" value="1,250.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Estimated Tap Spring	Grant	Undergraduate LaGuardia CC	1,513.00	1,513.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Spring	Work/Study	Undergraduate LaGuardia CC	1,250.00	<input type="text" value="1,250.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			11,301.00	11,301.00		

Currency used is US Dollar.

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.

Award Detail

Federal Aid Year 2015-2016

Award: Federal Work Study Fall **Category:** Work/Study

Disbursement Date	Description	Award Amount
08/31/2015	2015 Fall Term	1,250.00

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment

View Your Pending Aid

The following steps provide instructions on how to view your pending financial aid in CUNYfirst Self-Service.

NOTE: Financial aid that is “**pending**” means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it has not been paid out yet.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Account Inquiry** link to see the details of the Account Summary.

The screenshot shows the 'Finances' section of the CUNYfirst Self-Service portal. On the left, under 'My Account', the 'Account Inquiry' link is highlighted with a red box. Below it are links for 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form', and 'Supplement Form'. A dropdown menu for 'other financial...' is also visible. On the right, the '*Institution' is set to 'LaGuardia Community College'. The 'Account Summary' section shows 'You owe 2,608.45.' with a breakdown: 'Due Now' at 0.00 and 'Future Due' at 2,608.45. A note at the bottom states 'Currency used is US Dollar.'

The screenshot shows the 'Account Inquiry' summary page. The 'summary' tab is highlighted with a red box. Below the navigation tabs, the 'Account Summary' section contains a table titled 'What I Owe'.

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2015 Fall Term	2,608.45		5,287.50	
Total	2,608.45		5,287.50	

STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the “**pending aid**” sub-tab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.

The screenshot shows a web interface with three main tabs: "Account Inquiry", "Electronic Payments/Purchases", and "Account Services". Under "Account Inquiry", there are sub-tabs: "summary", "activity", "charges due", "payments", and "pending aid" (which is highlighted with a red box). Below the tabs is the heading "Pending Financial Aid". Underneath is a "View By" section with a dropdown menu set to "All Terms" and a "go" button (both highlighted with a red box). Below this is a table with the following data:

Pending Financial Aid		Find View All	First 1-4 of 4 Last
Award	Term	Amount	
Initial TAP-Fall	2015 Fall Term	2,400.00	
Federal Pell Fall	2015 Fall Term	1,443.75	
Federal Pell Fall	2015 Fall Term	1,443.75	
Total Pending Financial Aid for this view		5,287.50	

At the bottom of the table, there are navigation controls: "First 1-4 of 4 Last".

IMPORTANT NOTE: Your financial aid awards will **NOT** appear on your **Account Summary** page for at least 2-3 business days after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will also not appear for 2-3 business days.

View Your Financial Aid Refund

When your awards are disbursed to your CUNYfirst account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a refund that will be electronically deposited to your personal bank account or sent to your home address in the form of a paper check. Please note the difference between a disbursement and a refund: your financial aid is disbursed to your CUNYfirst account, not to you personally. Only after all charges on your account are satisfied, a refund may appear. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. You will receive that refund 3-5 days after it is posted. Keep this timeframe in mind when doing your financial planning.

Detailed information about all disbursements and refunds can be seen on your Account Activity page. View your account activity information by doing the following:

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Account Activity** link from the drop down menu.



The Account Activity page will display the activity occurring in your account for the academic year.

Account Activity

View by

From 01/01/2015 To 07/01/2015 All Terms go

Transactions					
Posted Date	Item	Term	Charge	Payment	Refund
04/06/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
03/17/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
03/05/2015	Ugrad Degree Resident S1	2015 Spring Term	-438.75		
03/05/2015	Ugrad Degree Resident S2	2015 Spring Term	438.75		
02/24/2015	Refund	2015 Spring Term			431.55
02/20/2015	Book Advance Charge	2015 Spring Term	431.55		
02/20/2015	Book Advance Payment	2015 Spring Term		431.55	
01/13/2015	CUNY Consolidated Fee	2015 Spring Term	15.00		
01/13/2015	CUNY Technology Fee	2015 Spring Term	100.00		
01/13/2015	Student Activity Fee	2015 Spring Term	67.00		

First 1-10 of 13 Last

Currency used is US Dollar.

MAKE A PAYMENT

In this example, the Scholarship, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student account on January 20th. Refunds were processed the next day on January 21st. The refund was issued to the student 3-5 days after it was posted to the account. Similarly, a second Pell disbursement was made on March 2nd, followed by another refund on March 3rd. The student received that refund on March 6th.

REMEMBER

Disbursement - the transfer of funds into your CUNYfirst Student Account.

Refund - the return of funds to you that are not needed to pay your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. You will receive your refund within 3-5 days after the refund posts to your student account.

Enroll in Direct Deposit in CUNYFirst Self Service

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Campus Finances**.

STEP# 4: Click **Manage My Accounts**.



STEP# 5: On the My Accounts page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen.

NOTE: Enter your routing number as it appears on your check and click enter.
DO NOT USE THE ROUTING NUMBER SPYGLASS!

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

Bank Details	
Nickname	<input type="text" value="Test account"/>
Account Type	<input type="text" value="Checking"/>
Bank Code	<input type="text" value="021000021"/>  JPMORGAN CHASE BANK View Sample Check
Account Number	<input type="text" value="12345678"/>
Confirm Account Number	<input type="text" value="12345678"/>
Account Holder	<input type="text" value="Test Account"/>

[Help](#)

STEP# 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

Manage My Accounts

Result

 **ALERT: YOU HAVE NOT COMPLETED ENROLLMENT OF THIS BANK ACCOUNT FOR DIRECT DEPOSIT.**

You have successfully added the account Test account. In order to complete your direct deposit enrollment for this bank, click the **Enroll in Direct Deposit** button below.

Bank Details	
Nickname	Test account
Account Type	Checking
Bank Code	021000021 JPMORGAN CHASE BANK
Account Number	XXXX5678
Account Holder	Test Account

[ENROLL IN DIRECT DEPOSIT](#) [MANAGE MY BANK ACCOUNTS](#)

STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | 1098t tax form | bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit.

Direct Deposit Distribution

Account Nickname

test account-5678

[Help](#)

CANCEL | **NEXT**

STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement “Yes, I agree to the terms and conditions of this agreement.” and click the **SUBMIT** button.

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment. If you would like information about CUNY's Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-5678	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 07/01/2015

Yes, I agree to the terms and conditions of this agreement.

CANCEL | BACK | **SUBMIT**

STEP# 9: The process to **Enroll in Direct Deposit** is complete!

Enroll in Direct Deposit

Result

 **Congratulations! You are now enrolled in direct deposit.**
View the summary below.

Account Nickname
test account-5678

[Go To DIRECT DEPOSIT SUMMARY](#)

View Your Federal Work-Study Paycheck

If you have been placed in a Federal Work-Study job and have begun working, you can view your timesheet deadlines on the LaGuardia Financial Aid website (<http://www.lagcc.cuny.edu/finaid/>), and you can also view your paystubs in CUNYfirst Self-Service.

The following steps provide instructions on how to view your federal work-study paystubs in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service**, then **Payroll & Compensation**.

STEP# 4: Click the **View Work-Study Paycheck** link.

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.

View Paycheck							
Wei Cai							
Review your available Work Study paychecks below. Select the check date of the paycheck you would like to review.							
Select Paycheck							
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
06/25/2015	View Paycheck	Work Study - Federal	05/31/2015	06/13/2015	\$199.85	12255	✓

View Your Federal Work-Study W-2 Form

If you have worked in the federal work-study program, you will receive a W-2 Form for the calendar year with your taxable earnings. The W-2 Form will be mailed to you from the college and will be available for you to access in CUNYfirst. The following steps provide instructions on how to view your federal work-study W-2 forms in CUNYfirst Self-Service.

STEP# 1:

Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2:

Select **HR/Campus Solutions** from the left menu.

STEP# 3:

Navigate to **Self Service** followed by **Payroll & Compensation**.

STEP# 4: Click the **View Work-Study W-2 Form**.

View W-2/W-2c Forms					
Wei Cai					
View a Different Tax Year					
Select Year End Form					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
				Year End Form	Filing Instructions

STEP# 5: Click the Year End Form to view a PDF version of your W-2 Form. If you are having problems accessing your Federal Work-Study W-2 Form, please visit the Financial Aid Office.

		a Employee's social security number		OMB No. 1545-0008		
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld		
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld		
		5 Medicare wages and tips		6 Medicare tax withheld		
		7 Social security tips		8 Allocated tips		
d Control number		9		10 Dependent care benefits		
e Employee's first name and initial Last name Suff.		11 Nonqualified plans		12a		
		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b		
		14 Other		12c		
				12d		
f Employee's address and ZIP code						
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
<p>Form W-2 Wage and Tax Statement 2015 Department of the Treasury—Internal Revenue Service</p> <p>Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return</p>						

For More Information

Learn more about the opportunities available to finance your college education by visiting LaGuardia's Student Financial Services Website at : <http://www.laguardia.edu/financialaid/>.

College Contact Information

Student Financial Services	Room C-107
Financial Aid Resource Center	Room C-109
Financial Aid Payroll	Room C-113
Bursar's Office	Room C-110

Do you have a question about your financial aid application or award status?

E-mail us at: studentfinancialservices@lagcc.cuny.edu and we will respond promptly to your inquiry (usually by the next business day).



LaGuardia Community College
Student Financial Services
C-107
718-482-5242